

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

OCIO Financial Mgmt Br-Acctng
P.O. Box 1810
Rancho Cordova, CA 95741-1810



Employee Name	QUINLAN, CHRISTY
Expense Dates	03/02/10-03/10/10
Total Expense Amount	132.50
Amount Due Employee	132.50
Form ID	TEA000633768

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	03/02	Parking, Auto	11.00	
2)	03/10	Bridge Tolls	4.00	auto deduction

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

EXPENSE EXCEPTION(S)			
	Expense Rule	Exception	Response
1)	92:97	A receipt is required for the Bridge Tolls expense on 03/10/10.	

I have reviewed the following documents.

Approved
by:

TERESA M TAKAI

Travel & Expense Account Summary

Employee Name CHRISTY QUINLAN
Expense Dates 03/02/10-03/10/10
Report Name 601/March 2010/Mileage-Parking

Request Total \$ 132.50
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = **132.50**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Non-Travel Expenses	IDC CIO Panel	121.50
Non-Travel Expenses	SC Parking	11.00

NOTE: (d)=Direct Charge

DATE	Tue Mar 2									TOTAL
Parking, Auto	11.00									11.00
TOTALS \$	11.00									11.00

DATE	Wed Mar 10	Wed Mar 10								TOTAL
Mileage, Personal Auto	57.50	60.00								117.50
Bridge Tolls	4.00									4.00
TOTALS \$	61.50	60.00								121.50

Travel & Expense Account Summary & Detail
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Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Non-Travel Expenses	SC Parking	03/02/10	Parking, Auto	11.00	Cash
Non-Travel Expenses	IDC CIO	03/10/10	Mileage, Personal Auto	57.50	Cash
Non-Travel Expenses	IDC CIO	03/10/10	Mileage, Personal Auto	60.00	Cash
Non-Travel Expenses	IDC CIO	03/10/10	Bridge Tolls	4.00	Cash